

CSC Adopted: **October 2001**, CSC Revised: _____**Class Title: Social Worker II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides therapy, resource acquisition or other services to clients to enhance their personal and social lives through development of skills, capabilities, services and assistance to citizens. Manages caseloads, prepares for court and provides group counseling.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides services and assistance to citizens by assessing clients' needs, investigating cases of suspected abuse or neglect, conducting field visits to schools, homes and hospitals, making referrals, coordinating with law enforcement and school personnel for licensing, working with families to prevent crisis, securing the well-being of all clients including children, older adults and families and removing victims from homes if necessary.
2	L	Assesses the suitability of potential adoptive and foster parents by gathering and compiling information, matching skills of potential parents with the behavior of the child, consulting with the child's social worker, reviewing therapist reports and other related information, negotiating the eligibility for subsidy, and collaborating with courts, attorneys, and other adoption professionals to facilitate timely adoptions.
3	L	Recruits, trains and certifies foster parents by attending meetings and committees, explaining the foster home program to parents, preparing for training sessions, assisting in reviewing and selecting training materials, and presenting materials to class, training, licensing, monitoring, and certifying applicants and providing supervisory and supportive services.
4	S	Manages caseloads by maintaining files, telephone contacts, referrals to private vendors for services, preparing documents, filing, authorizing payments, and providing supervisory coverage.
5	L	Prepares for court by attending court hearings with written reports and verbal testimonies, filing petitions and affidavits, preparing witnesses, preparing court reports and foster care plans, and coordinating activities with attorneys and law enforcement.
6	L	Provides group counseling by providing training to citizens and professionals about social issues and services.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in human services. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in social services.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read manuals, medical dictionaries, case studies, education plans, medical and psychological reports, case records and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write court reports, home studies, evaluations, letters, committee reports, presentations and general correspondence.
Managerial	Managerial responsibilities include coordinating program functions and directing staff work performance.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Visiting client sites, in court
Sitting	F	Desk work, driving, meetings
Walking	F	To and from client sites, to other offices
Lifting	O	Supplies, files and equipment
Carrying	O	Supplies, files and equipment
Pushing/Pulling	O	File drawers
Reaching	F	Office supplies, telephone
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, writing, telephone pad
Kneeling	O	Assisting clients and children
Crouching	O	Assisting clients and children
Crawling	N	
Bending	O	Retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	O	On stairs
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel and clients, on telephone
Talking	C	Communicating with personnel and clients, on telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, video monitor, flip chart / easel, general office supplies, computer, printer, standard Microsoft Windows and Office software, Oasis, Outlook

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)